

**Business Enterprise Program Council for Minorities,  
Females, and Persons with Disabilities Meeting**

**MEETING MINUTES**

**Monthly Council Meeting  
Location: Video Conference Room 2-025  
James R. Thompson Center  
100 W. Randolph Street, Chicago, Illinois**

**Monday, September 28, 2009 1:00 p.m.**

**COUNCIL MEMBERS IN ATTENDANCE**

Maria de Lourdes Coss  
Edward Stanfield  
Phillip Barreda  
Curtis Thompson  
Debra Matlock  
Ray Arias  
Larry Ivory  
Issa Lozada  
Lynne Turner  
Florence Cox  
Darryl Harris (via video conference)  
Patrick Blair (via video conference)

**COUNCIL MEMBERS NOT IN ATTENDANCE**

Letitia Herrera (excused)  
Michael Gonzalez (excused)  
Hedy Ratner (excused)  
Beth Doria (excused)

**COUNCIL CHAIRMAN**

James P. Sledge, CMS/ Director

**ACTING COUNCIL SECRETARY**

Elias Ricks Ngwayah II, CMS/BEP

**CMS STAFF IN ATTENDANCE**

Lynn Carter, CMS/Legal  
Scott Seder, CMS/ Deputy Chief of Operations Officer  
Steve Schweitzer, CMS/Legal  
Susan Hartman, CMS/Chief Knowledge Officer  
Yvette Riley, CMS/BEP  
Harry Reinhard, CMS/BEP/Compliance Manager  
Gladys Rodriquez, CMS/BEP

**OTHERS IN ATTENDANCE**

Denise Martinez, Governors Office  
Justin Slaughter, Governors Office  
Natashia Holmes, Illinois Department of Transportation

## **AGENDA**

- 1.0 CALL TO ORDER
- 2.0 ROLL CALL
- 3.0 APPROVAL OF THE MINUTES OF THE REGULAR COUNCIL MEETING HELD  
ON August 24, 2009
- 4.0 CHAIR'S REPORT
- 5.0 POSTED BUSINESS
  - 5.1 Appointment of Joseph W. Rose as the New CMS Ethics Officer
  - 5.2 Disparity Study Oversight Committee Representative – Denise Martinez
- 6.0 UNFINISHED BUSINESS
  - 6.1 Committee Updates
    - A. Exemption/Compliance Committee
    - B. Bonding Committee
    - C. Professional Services
- 7.0 NEW BUSINESS
- 8.0 ADJOURNMENT

## **CALLED TO ORDER**

James P. Sledge, Director for Illinois Department of Central Management Services, called the Business Enterprise Program Council meeting to order at 1:07 PM.

Elias Ricks Ngwayah II, Acting Business Enterprise Council Secretary, took roll call.

## **INTRODUCTION**

Chair James Sledge introduced Denise Martinez to the Council. Ms. Martinez is the coordinator for the Disparity Study and Policy Advisor to Governor Pat Quinn. Ms. Martinez will report on the Disparity Study and Oversight Committee.

## **MINUTES OF COUNCIL MEETING OF August 24, 2009**

The minutes of the Council meeting held August 24th were motioned for approval by Issa Lozada and seconded by Curtis Thompson. The minutes were approved by the remaining members of the Council. No opposition nor abstentions.

## **2009 COUNCIL MEETINGS**

The upcoming BEP Council meetings will be scheduled for the fourth Monday of each month, from 1:00 PM. to 3:00 PM. The remaining Council meetings for 2009 are as follows:

26<sup>th</sup> October 2009 – JRTC, Room 2-025

23<sup>rd</sup> November 2009 – JRTC, Room 2-025

28<sup>th</sup> December 2009 – JRTC, Room 2-025

## **CHAIR'S REPORT**

Chair James Sledge reported on the following items:

### **CMS Position Vacancies:**

- Chair James Sledge reported he has identified candidates to fill the position for BEP Deputy Director and CMS Assistant General Counsel. Currently, he is waiting on approval from the Governor's Office to begin the hiring process.
- Chair James Sledge noted that four (4) candidates interviewed for the BEP Deputy Director position. In addition, Chair James Sledge stated that his legal staff has been helping with BEP matters. He explained that the Assistant General Counsel position is a full-time position and the person hired will deal solely with BEP issues.

### **Members term reappointments:**

Chair James Sledge – sent emails to the Governor's Office regarding member's interest in being re-appointed to the Council.

## **POSTED BUSINESS**

Chair James Sledge announced appointment of Joseph W. Rose as the new CMS Ethics Officer.

### **Presentation by Denise Martinez:**

Ms. Martinez presented a progress report on the disparity study and explained the primary goal and function of the oversight committee. She indicated that State Agencies are submitting their utilization data to the Governor's Office. The deadline date for final submission is Friday, October 2, 2009. This will complete Phase I of the study.

Ms. Martinez provided her contact information if Council members should have any questions or concerns.

### **Highlights and key points of presentation:**

- Currently in the data collection phase of the study (utilizing agency liaisons)
- 21 state agencies (including 3 universities) are participating in this study
- Study covers procurement data for the period of July 1, 2005 through June 30, 2008.
- Meeting this week with the Disparity Study Oversight Committee to discuss outreach, role, and logistics on future communications with BEP Council

## **UNFINISHED BUSINESS**

Chair James Sledge called for committee updates.

### **A. Exemption/Compliance Committee**

Edward Stanfield reported that the State Comptroller's Office has added two additional Detail Object Codes, effective July 1, 2009. Both of these codes are under the Major Object Code 1180 GROUP INSURANCE.

Other changes are under Major Object Code 4400 AWARDS AND GRANTS.

They are:

1181 – Employer Contributions for Health and Welfare Insurance – Limited Scope.

1182 – Employer Contributions for Other Fringe Benefits – Limited Scope.

Major Object Code 4400 AWARDS AND GRANTS:

4428 – Tort, Settlements and Similar Payments – TAXABLE

4429 – Tort, Settlements and Similar Payments – NONTAXABLE

Note: These detail object code changes does not impact former exemption decisions made by the Council. Exemptions committee goal was to make the Council aware of the changes.

#### B. Bonding Committee

Lead Chairman, Darryl Harris reported that he and his committee has drafted legislation for Spring session and raised the bonding threshold to \$100,000. They now have two Sponsors.

#### C. Professional Services Committee

No report

### **NEW BUSINESS**

Ray Arias raised a question regarding the Illinois Small Set-Aside Program and potential new IT RFP's that may be published in the near future. Lynn Carter advised the Council to register their businesses with the Illinois Procurement Bulletin to receive notices on all contract bids. Ray Arias advised that he is aware of Union efforts to eliminate IT vendor opportunities such as those related to the Help desk. He asked for status on the issue.

#### Action Items:

- Scott Seder will report on IT RFP's published and those in the development stage that may have potential opportunities for BEP-certified firms.
- Lynn Carter will report on legal authority of setting aside contracts beyond small purchase under the Procurement Code.
- The Small Set-Aside Program representative to attend next month meeting to discuss the mechanics of the Small Set-Aside Program. In addition, the Council would like a breakout of minorities that are BEP certified in the program.

### **NEXT STEPS**

- Chair James Sledge will notify Council once position vacancies fill for BEP Deputy Director and CMS Assistant General Counsel.
- Chair James Sledge will provide Council with updates on their term reappointments when notified by the Governor's Office.

Meeting Adjourned at 1:31 PM